

LOCAL EDUCATION AGENCY
STRATEGIC LONG RANGE TECHNOLOGY PLAN

PLAN TERM: Begins: _____

Ends: _____

- **State would like 3 to 5 year plan.**

The Applicant Agency*

(Name of Local Education Agency (LEA), i.e. School District, Consortia or Charter School submitting this plan. **If Consortia, list all members in the space below**)

Developing a comprehensive technology plan, based on the educational goals of the school system, will ensure that the most appropriate technologies are effectively infused in your instructional and/or administrative programs. Thorough planning also ensures that all parties have equitable access and achieve the greatest benefit from routine use of educational technology. The comprehensive technology plan should demonstrate clear targets for technology use, spell out desired goals for learners, create visions for future directions, build "buy-in" from stakeholders, and demonstrate to those who might provide funding that a district or charter holder is ready to act.

School Districts, Consortia or Charter Schools (LEAs) who apply for technology funding through any Federal grant program, are required to have developed a comprehensive, three-year to five-year plan, which outlines how the agency intends to utilize and integrate educational technology.

The applying agency (check all that apply)

_____ is compliant with the provisions of the Children's Internet Protection Act (CIPA).

_____ will be CIPA compliant by this date. _____

_____ has applied for E-Rate Funding for FY 2004.

The LEA's comprehensive technology plan must be approved by the local governing board(s). (The plan must be approved by the local governing board before funds will be released.)

Date the plan was approved: _____

OR

Date the plan is to be submitted for board approval: _____

Certified by:

Signature of Authorized School System Agent (signed in blue ink) Date of Signature

Printed Name and Title

LEA Profile

This information should provide a “snapshot” of your district and help planners and reviewers understand your district/charter. Be scientific about how you describe your needs. You can apply statistics not listed elsewhere, etc. You could always attach a narrative to this section to give the reader added information that describes your particular, unique situation.

LEA Profile	
LEA NAME:	
CTDS: (will be the 000, district/charter holder level most of the time)	
NUMBER OF SCHOOLS IN LEA (put in 03-04 number of schools if sure you are adding schools)	
NUMBER OF TEACHERS (this year, unless adding school next year)	
NUMBER OF STUDENTS ENROLLED (this year, unless adding new school next year)	
PERCENT OF STUDENTS ELIGIBLE FOR FREE/REDUCED LUNCH	
TITLE I POVERTY LEVEL (Check with your Title I Program Person at ADE)	
TEACHER / STUDENT RATIO	
STUDENT / COMPUTER RATIO (State standard is 8:1)	
NUMBER OF SCHOOLS IDENTIFIED AS EXCELLING	
NUMBER OF SCHOOLS IDENTIFIED AS IMPROVING	
NUMBER OF SCHOOLS IDENTIFIED AS MAINTAINING PERFORMANCE	
NUMBER OF SCHOOLS IDENTIFIED AS UNDERPERFORMING	
BASED ON CENSUS TRACT INFORMATION, IS YOUR ENTITY RURAL OR URBAN?	

District Technology Coordinator/Contact

Name:	Telephone #:
School District:	Fax #:
Address:	E-mail:

VISION AND MISSION STATEMENTS

Vision Statement

A vision statement expresses thoughts about what the LEA's future educational environment should look like. It should be written in broad terms and guide the development of the technology plan.

--what is your vision when it comes to the role of technology in your school(s) program and the children's education? You might add information on what group(s) helped develop this, or where your vision comes from.

Mission Statement

A mission statement is a brief, general description of the LEA's plans for promoting the effective use of technology to improve student performance. The mission statement describes the step, in broad terms, that will need to be taken in order to achieve the LEA's vision.

--how will you promote the effective use of technology to deliver services to students to improve academic achievement?

TECHNOLOGY COMMITTEE

The Technology Committee should represent all stakeholders. Development of the technology plan and implementation of the plan should enable parents, educators, students and community members to benefit from the investment in technology and all should have representation on the committee.

LEA Technology Committee		
Member Name <i>SAMPLE ONLY</i>	Title	Constituency Represented
Joseph Smith	5th Grade Teacher	Teachers
Samantha Jones	PTO President	Parents
and so on		

Long-term role of the Committee:

Write a description of the technology committee's role in developing, implementing, and evaluating the technology plan. This description should include how committee members were selected, and the role each is expected to play. Tentative plans for scheduling meetings for the next school year should also be included.

-Include information on how and how often this group will meet over the three to five year term of this plan. (Be sure to correlate info with page 16).

-Also, discuss how they will assist with the analyzing the outcomes (accountability measures) in the last section of this plan, and how they will be involved in certain areas of Goals 6 and 7 of this plan.

NEEDS ASSESSMENT (note: this is a very important section. Use surveys, interviews with staff, etc..)

In this section you are to assess your LEA's current technology status in four categories: curriculum integration, professional development, equitable use of technology, and infrastructure and telecommunications services. Use the questions listed beneath each category to guide the assessment.

1. Describe student and programmatic needs that the agency plans to address through educational technology.

a. Curriculum Integration

Things to consider when evaluating your needs: The current curriculum strengths and weaknesses and the process used to determine these strengths and weaknesses, how student activities are being aligned to meet state standards, the current procedures for using technology to address any perceived curriculum weaknesses, how teachers integrate technology into their lesson - including ways technology is presently used for entire classroom and for small group instruction, and how students use technology -including ways students presently use technology for purposes beyond practice of skills.

-Discuss strengths and weaknesses within the current curriculum

-Discuss how you have aligned student activities, lessons, curriculum to state technology standards (the schools have already given ADE a certification stating that their curriculum is and instruction are aligned to state standards)

-Discuss how you have used technology to address any curriculum weaknesses

-Describe how your teachers integrate technology into their lessons

-Describe how your students are using technology in their activities

-Are you using any innovative delivery strategies (thru technology)?

b. Professional Development

Things to consider when evaluating your needs: The process the LEA uses for assessing the technology professional development needs of teachers, administrators, and non-certified staff; the technology professional development activities that have been offered to teachers; and how will teachers be assessed to determine the effectiveness of the professional development activities.

-How do you determine professional development needs, over the period of this plan? (Don't forget the paraprofessionals)

--How do you assess teachers' and others' current skill with and use of technology as an instructional tool?

c. Equitable Use of Technology

Things to consider when evaluating your needs: The availability of technology to students and staff in the district -- include in your description the types of assistive technology tools that are provided for students with disabilities where necessary/applicable. How much time is available for use of technology by students and staff?

-Describe the technology that is available, who has access, and how that will change over the course of the plan. (general on the last part)

-How much time is available for use of technology by your school community and how will that change over the course of the plan. (general on last part)

-What are the Assistive technology needs and are these available, and how will that be addressed during the term of this plan. (general on last part)

-Is there use of your technology by adult ed, parent groups, etc. and how will that change/continue during the term of this plan. (general on last part)

(For this chart, you may want to use dates, as illustrated below. Be sure they coincide with your narrative, above).

The following matrix may be used to determine the extent technology is available to students and staff

SAMPLE DATA ONLY	Few, if any have access	Access primarily in teacher work areas, offices, libraries, or computer labs	User has access to computer for individual use in classroom or office
Administrators	2002		2006
Teachers (academic)	2002		2006
Teachers (vocational)		2002	2006
Teachers (exceptional education)			
Teachers (electives)	N/A	N/A	N/A
Students			
Students with disabilities			
Non-certified staff			

c. Describe the Infrastructure and Telecommunication needs.

Things to consider when evaluating your needs: the technology infrastructure of each school or a typical school in your district -- explaining the type of data and video networking and Internet access that is available, the effectiveness of the present infrastructure and telecommunication services that have been provided by the district, and how E-Rate has allowed the district to improve or increase its technology infrastructure.

-Describe the current infrastructure – good and bad features. Describe how far you’ve come. Also describe how you know that you have needs in this area (i.e., your techhie says it is not up to standard, etc.)

-Are you connected to the internet, networked, wireless and how will you expand these services? (general on last part)

-Describe the needs for maintenance and support and how these will evolve over the term of the plan.

-Address the interoperability within your system and outside of your system.

e. Describe the administrative needs that the agency plans to address through technology.

Things to consider when evaluating your needs: How administrative (certified and classified) staff use technology to include accessing data for decision making, SAIS reporting, communication tools, information gathering, and record keeping. Also include the professional development opportunities that are available to administrative staff.

-Will your program need to change to begin to use data-driven decision making?

-What/how will you need to change to continue to report student detail?

-What will you need to do to ensure that admin staff is properly trained/prepared?

-Describe how you have determined these things.

PLAN IMPLEMENTATION

LEA Technology Goals and Strategies

The goals listed below are the State Goals as identified in the State Technology Plan. The LEA technology plan should be aligned to the State Plan. The LEA may include any additional goals that apply to their technology plan.

- Goal:** Improve student academic achievement through the use of technology in elementary and secondary schools with a target of fully integrating technology into the academic curriculum by December 2006.

Things to include when creating your objectives and strategies:

- Describe how the LEA will ensure all students have educational opportunities to achieve academic success through proven strategies of research-based and/or best practice. **Section E above**
- Describe how the LEA will meet the Technology Education Standards of the Arizona Academic Standards. **Section A above**
- Describe how the LEA will support innovative practices that lead to increased student achievement especially supporting the AZ Reads Initiative. **Section A above**
- Describe how the LEA will provide resources that reflect scientifically based research and best practices focused on improving student achievement. **Section A above**
- Describe how the LEA will encourage the development and utilization of innovative strategies for the delivery of specialized or rigorous academic courses and curricula through the use of technology. Include any plans to promote technology-based distance learning opportunities to meet the educational needs of those who have limited access to such courses and curricula due to geographical isolation or insufficient resources. **Relate to mission and vision as well as Section A above**

<u>Objective</u>	<u>Strategy</u>	<u>Accountability Measure</u>	<u>Timeline</u> <u>(Task % Done</u> <u>/Year)</u>
SAMPLE DATA ONLY			
1) All students will have educational opportunities that will support their academic success	Ensure all teachers are using technology, integrated into lessons that are linked to state standards.	Check lesson plans. Etc.	100% are integrating technology by May 2003
2) ... aligned to AZ Technology Education Standards	Committee to review alignment; teachers to include standards in lesson plans involving use of technology	Committee report shows curriculum aligned; Principal observes lesson plans weekly.	100% lesson plans have standards listed by May 2003
3)..will support innovative practices that lead to increased student achievement, esp. AZ READS	Building level support provided for innovative projects	Dibel assessment tool (Dibels@uoregon.edu) to check results	20% increase by 2003

4) ..provide resources that reflect scientifically-based research and best practice..	Encourage use of: www.caret.iste.org ; AZ K-12 Center resources; all.apple.com (best practices), etc.	- observe lesson plans -XYZ software program available to all teachers	30% increase per year
5) address other local needs identified that fit into this goal area.			

2. **Goal:** Ensure that quality teachers, staff, and administrators are involved in Arizona educational institutions and that they are proficient in the use and integration of technology through professional development activities.

Things to include when creating your objectives and strategies:

- At least 25% of federal funds will be allocated to professional development. **Section B above**
- Describe how the LEA will provide all teachers, staff, principals, administrators, and school library personnel incentives to become technologically competent. **Section B above**
- Describe how the LEA will provide specific research-based professional development opportunities to all staff. **Section B above**
- Describe how the LEA will utilize a competency self-assessment instrument, such as MyCompass, that includes recommendations for professional development. **Section B above**
- Describe how the LEA will provide specific professional development opportunities to all staff that provides background on the research connecting student achievement and the use of technology. **Section A above**

<u>Objective</u> SAMPLE DATA ONLY	<u>Strategy</u>	<u>Accountability Measure</u>	<u>Timeline</u> <u>(Task % Done /Year)</u>
1) At least 25% of fed funds allocated to professional development			
2) provide staff w/ release time to become technologically knowledgeable			
3) provide research-based professional development opportunities to all staff			
4) utilize a self-assessment instrument			
5) provide opportunities to staff to learn about research connecting			

student achievement and the use of technology			
6) address your local needs that were not addressed above			

3. **Goal:** Ensure that all K-12 educational institutions have the capacity, infrastructure, staffing, and equipment to meet academic and business needs for effective and efficient operations.

Things to consider when creating your goals:

- Describe how the LEA will ensure that all facilities meet minimum standards of technology infrastructure and hardware placement. **Section D above**
- Describe how the LEA will ensure continued maintenance and support of existing technology and networking. **Section D above**
- Describe the specific provisions the agency intends to make for the interoperability of the technologies. (Interoperability is the capability of the technology to be acquired to function compatibly with technologies that exist or will be acquired in the near future at the local and state level). **Section D above**

<u>Objective</u>	<u>Strategy</u>	<u>Accountability Measure</u>	<u>Timeline (Task % Done /Year)</u>
1) ensure that all facilities meet minimum standards of tech infrastructure and hardware placement	-hire an IT director -systematic replacement policy	Inventory or survey	80% by Year Two
2) ensure continued maintenance and support of existing technology	etc.		
3) provide for interoperability			
4) address local needs here on down			

4. **Goal:** Ensure that all K-12 institutions will be positively involved in collaboration and partnerships that are supportive of technology use and curricular integration. *(LEAs will be required to publish report cards that provide school performance information to parents. Children in failing or unsafe schools will have the opportunity to attend better public schools.)*

Things include when creating your objectives and strategies:

- Describe how the LEA will make facilities available to the community as appropriate to support life long learning possibly through site councils. **Section A above**
- Describe how the LEA will establish Adult Literacy Connections. **Section A above**
- Describe how the LEA will encourage innovative practices to support equity. **Section A above**
- Describe how LEA will explore the use of technology to create safer school environments without infringing on human rights. **Not listed in a Needs section above, but will be needed below**
- Describe how the LEA will ensure the effective use of technology to promote parental involvement and increase communication with parents. Include a description of how parents will be informed of the technology being used in their child's education so that parents, outside of school, are able to reinforce the instruction their child receives. **Section A above**

<u>Objective</u>	<u>Strategy</u>	<u>Accountability Measure</u>	<u>Timeline</u> <u>(Task %</u> <u>Done /Year)</u>
SAMPLE DATA ONLY			
1) make facilities available to the community as appropriate...	Parents using lab at least twice per month	Sign in log	By March, 2004
2) establish Adult Literacy Connections			
3) encourage innovative practices to support equity			
4) explore the use of technology to create safer school environments			
5) ..to promote parental involvement and communication			
6) ...local needs identified in this area....			

5. **Goal:** Ensure that all K-12 resources are available for all students, regardless of race, ethnicity, income, geographical location, or disability, so they can become technologically literate by the end of eighth grade and achieve their academic potential.

Things to include when creating your objectives and strategies:

- Describe how the LEA will ensure that students with special needs will have those needs addressed through technology. **Section C above**
- Describe how the LEA will encourage innovative practices to support equity. **Section A above**
- Describe how the K-8 LEA will ensure that all students will become technologically literate by the end of eighth grade **or** how the 9-12 LEA will ensure that all students maintain or increase their technology literacy and achieve their academic potential. **Section A above**
- Describe how the LEA will ensure equal access to all students, teachers, staff, and administrators. **Section C above**

<u>Objective</u> SAMPLE DATA ONLY	<u>Strategy</u>	<u>Accountability Measure</u>	<u>Timeline</u> <u>(Task % Done /Year)</u>
1) ensure special needs students will have needs addressed thru technology	-policies developed for children needing assistive devices	Policy in place and all staff aware	Ongoing May, 2004
2) innovative practices to support equity will be in place	etc		
3) ensure that all students will become tech literate by the end of 8 th grade			
4) ensure equal access to all students, teachers, staff, and admin			
5) ...local needs identified in this area....			

6. **Goal:** Develop a continuous process of evaluation and accountability for the use of educational technology as: a teaching/ and learning tool, a measurement and analysis tool for student achievement, and a fiscal management tool. *(Information technology initiatives will dramatically reduce the data collection burden on state and local officials by seamlessly collecting and disseminating performance information. Increased flexibility will be a core principle incorporated in all legislative proposals.)*

Things to consider when creating your goals:

- Describe how the LEA will evaluate and make changes to this plan on a yearly basis. **Tech Committee roles in doing this**
- Describe how the LEA will allow students to take on-line test,s when availabl,e that facilitate their involvement and compilation of results information. **Section A & C above**
- Describe how the LEA will provide professional development to enable teachers and administrators to use data from state mandated tests productively for students (data driven decision making). **Section B above**
- Describe how the LEA will create or maintain/improve electronic resources to improve service to the state and ensure administrative needs are addressed and solutions developed. **Section D & E above**
- Describe how the LEA will implement technology initiatives to improve student achievement. **Section A above**

<u>Objective</u>	<u>Strategy</u>	<u>Accountability Measure</u>	<u>Timeline</u> (Task % Done /Year)
SAMPLE DATA ONLY			
1) LEA will evaluate and make changes to this plan on a yearly basis	-List meetings, dates, times	List tools used or criteria to be sought by tech plan committee	Quarterly
2) LEA will allow students to take on-line tests that allow for compilation of results			
3) Provide professional development for utilizing data driven decision making	-LIT Training for administrators -PAWeb workshops (a TUSD data website)		
4) Maintain/improve electronic resources to improve service to the state	-SAIS software, training, maintenance and implementation.		
5) Implement technology initiatives to improve student achievement	-ALS software systems -ASP training -		
6) ...local needs identified in this area....			

7. **Goal:** Develop a schema of current and future financing requirements to support the LEA's Technology Plan. *(The national strategic plan focuses on performance. It states in unambiguous language the measurable goals and objectives the department intends to achieve. It creates the base of an accountability system for the State and all LEAs, as it works to imbue accountability throughout the nation's education system.)*

Things to include when creating your objectives and strategies:

- Describe how the LEA will meet current and future funding requirements to support plan implementation.
- Describe how the LEA will develop policies and procedures related to maintenance of hardware, software, infrastructure and security. **Section D above**
- Describe how the LEA will meet current and future funding requirements to keep the technology current.

<u>Objective</u>	<u>Strategy</u>	<u>Accountability Measure</u>	<u>Timeline</u> <u>(Task %</u> <u>Done /Year)</u>
SAMPLE DATA ONLY			
1) LEA will meet current and future funding requirements to support plan implementation	-		
2) Develop policies and procedures related to infrastructure maintenance			
3) Meet current and future funding requirements to keep technology current			
4) Other needs identified by the LEA			

STRATEGIES FOR FINANCING TECHNOLOGY

In this section, provide information as to how the LEA will fund the goals, objectives, and strategies detailed in the previous sections.

Supporting Resources:

Things to consider:

- *What supporting resources and services do you already have available that effectively leverage and expand your technology investment? Where are the gaps?*
- *What untapped community resources are available that can provide hands-on support of technology-enhanced learning? For example, are there local institutions of higher education that can help investigate alignment of proven practices for technology integration and the methods used at your school or district?*
- *Does your school or district expect and provide the structures that encourage technology and curriculum coordinators to plan together so that software, services, and resource acquisition link directly to current curriculum priorities? Are there particular supporting resources that can assist in this sort of ongoing collaboration?*

Source SAMPLE DATA ONLY	Amount	Period Available	Status	Purpose and Restrictions
E-Rate	Saves \$500 per month in phone costs	2003-2004 (upon application approval (will apply each year of this plan)	Waiting for first year approval	Cannot use for certain ineligible equipment and services
Ed Tech formula funds	\$1,234	2003-2004 (upon approval of tech plan and online application completed)	Will apply in Spring of 2003	Must use 25% for professional development; can be used to leverage Title I funds; must supplement, not supplant.

Technology Funding Sources and Costs

ANNUAL BUDGET SUMMARY

YEAR _____

NOTE: DUPLICATE THIS PAGE FOR EACH YEAR AS NEEDED

1. List the technologies and professional development opportunities to be acquired during each year of the agency's plan.

Note: At least 25% of the funds allocated to an LEA through the *ED Tech Program*, must be allocated for professional development activities.

2. Choose ONLY those technologies and professional development opportunities for which the agency has reasonable expectations of funding through local, state or community resources and that are not solely dependent on monies provided by the *Ed Tech Program*.

3. Place the cost of these technologies and professional development opportunities in the appropriate column(s) from which the agency intends to take the funds.

4. Remember to transfer the items listed in column one (Acquired Technologies) and column two (*Ed Tech Cost*) to ADE Form 9702 and the Budget Components Report pages in the Application.

Acquired Technologies And Professional Development	Ed Tech Competitive	Ed Tech Formula/ Title II-D	M&O	Bond/ Override	Capital	E-Rate	NCLB	Other (Specify)
EXAMPLE:								
My Compass assessments and online courses - All Staff (including paraprofessional)	\$0	\$5,000.00	0	0	0	0	0	0
TOTAL								

ACCOUNTABILITY AND EVIDENCE OF ACCOMPLISHMENTS

List the people and activities developed to monitor progress and accountability in implementing the technology plan.

Things to consider:

- What set of evaluation **questions** will most effectively yield answers to whether and how your needs were addressed through the **plan**?
- What evaluation strategies (e.g., interviews, questionnaires, classroom observations, teacher-driven action research projects, analysis of student products or scores) will most effectively provide the data needed to address your evaluation questions?
- When addressing accountability measures, what is the quality, reach, and impact of your project's work?

If your school need was stated as “more computers,” questions might be, “Did we have an increase in the number of computers used in the instructional setting? How many? Can we use an inventory to measure? Has the access made an impact on learning and how can we measure that impact?”

Your technology committee should play a role in assessing the objectives and strategies as well as in planning for change/correction of deficiencies, and in publishing results to staff, parents, ADE, etc., ON A REGULAR BASIS.

SAMPLE DATA

NAME	POSITION	ACTIVITY	DATE/EVIDENCE	QUALITY	IMPACT
John Jones	Tech Dir	Inventory of Computers	May, 2004	100% Need met	Students now have access to multi-media computers needed for instructional purposes

TECHNOLOGY PLAN ADDENDUM

Websites in Support of Arizona's Technology Plan and Resources to Assist with Completing a Technology Plan

Arizona Department of Education, Technology Support

<http://www.ade.az.gov/technology/>

Research based results to be shared during the course of the plan's implementation

<http://www.ed.gov/nclb/research/>

RTC tech planning and support

http://www.sansimon.k12.az.us/tech_info.htm

Regional Training Centers

<http://www.ade.state.az.us/rtc/>

Arizona Department of Education, Technology Curriculum

http://www.ade.state.az.us/state_tests_acad_stds.asp

Nov 26, 2001 Accountability Program

<http://www.ade.state.az.us/services/pio/press-releases/2001/pr11-26-01.asp>

March 7, 2002 Accountability Report

<http://www.ade.state.az.us/services/pio/press-releases/2002/pr3-07-02.asp>

Arizona School Facilities Board (standards for infrastructure, hardware and software)

http://www.sfb.state.az.us/sfbmain/core_home.asp

Arizona Education and Technology Alliance (professional association)

<http://www.aztea.org>

Arizona Educational Media Association (professional association)

Arizona Association of School Business Officials

<http://www.asbointl.org/>

Arizona K-12 Center Administrative Grant

http://www.sfb.state.az.us/sfb/sfbdoc/announcements/AzK12_brochure.pdf

COPI reference to support for mentor model

<http://www.seattleschools.org/area/it/studies.xml>

Evaluation and Research of Educational Technology -

<http://www.ed.gov/technology/evaluation.html>

South East Initiatives Regional Technology in Education Consortium

<http://www.seirtec.org/>

ISTE International Society for Technology in Education

<http://www.iste.org>

NOTE: For information on developing an acceptable use policy, visit

http://www.netc.org/tech_plans/aup.html